



Date Adopted: 03/26/1984

Date Revised: 06/19/2001

Title: Secretary to the City Manager / Deputy City Clerk

FLSA: Non-Exempt

General Purpose:

To serve as the City Manager's Secretary and Deputy City Clerk, to perform difficult and at times confidential secretarial duties for both the City Manager and the City Council. The work involves extensive public contact and relieving the City Manager of routine administrative details.

Distinguishing Characteristics:

This is a single position classification. It is distinguished from other administrative support classes in that the position provides highly sensitive support to the City Manager and City Clerk.

Supervision Received and Exercised:

Receives direction from the City Manager and/or City Clerk.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Perform a wide variety of executive secretarial and administrative duties as required by daily operations in the City Manager 's office.

Represent the City to the public, businesses, Council members and other agencies at the request of the City Manager.

Coordinate office activities and schedules; develop and recommend office procedures and systems; ensure smooth office operations.

Review and summarize miscellaneous reports and documents; prepare background documents as necessary.

Research and analyze routine administrative projects for the City Manager and City Council; prepare first draft reports on routine administrative matters.

Receive and distribute incoming mail; review and evaluate mail to identify those items requiring priority attention of the City Manager.

Provide follow up to assignments given management staff by the City Manager; provide status reports to the City Manager.

Receive telephone calls including complaints, and provide assistance to callers using judgment as to calls requiring priority attention.

Independently respond to letters and general correspondence of a routine nature.

Make travel arrangements for the City Manager and City Clerk; maintain appointment schedules and calendars; arrange meetings and conferences.

Provide secretarial/clerical support for assigned task forces, commissions, and boards.

Attend evening City Council meetings and takes minutes.

Take and transcribes oral dictation or transcribes from dictating equipment, letters, speeches, agendas and reports relating to a wide variety of municipal matters.

Maintains City records and files.

Assist in conduct of municipal elections.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Performs related work as requested.

Minimum Qualifications:

Knowledge of:

Modern office practices, procedures and computer equipment and software.

Business English, punctuation, spelling and arithmetic.

Ability to:

Learn, understand and interpret rules, regulations, laws and ordinances affecting the operation of the City.

Learn, understand and interpret the Brown Act and Public Records Act.

Analyze situations carefully and adopt effective courses of action.

Plan, organize and schedule priorities in the office.

Compile and maintain complex and extensive records and prepare reports.

Type at least 60 words per minute.

Training and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Five years experience performing increasingly responsible secretarial work, preferably including experience in an executive or administrative office.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; know laws, regulations and codes; observe performance and evaluate staff; remember personnel rules, legal and code requirements; explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.